



To-Do List for the FOS Presenter or the District Representative



Things I have to prepare:

- Check the presentation kit, video equipment, if needed, and have extra pledge cards, envelopes and pens.
- Arrive early to greet leaders. Determine who will introduce you. As part of the introduction, ask them to say something like (with filled-out pledge card in hand), "Please join me in supporting the annual Friends of Scouting campaign."
- Make sure the pledge cards are ready to be passed out.

Things I have to cover in tonight's presentation: [See Sample Agenda]

- Why we ask families to be FOS donors, versus going strictly to local businesses.
- Tell a compelling personal story about Scouting's impact and/or show the FOS video.
- Explain where the money we receive is spent. (refer to agenda)
- Ask everyone to make a decision tonight.
- Talk about the importance of 100% participation by unit families. The amount given is less important.
- Remind them that any cards not turned in tonight will receive follow-up calls from the Unit FOS Coordinator within one week.
- Talk about the custom FOS donor recognition patch.
- Remember to mention that many companies do matching gifts and that it normally requires that the donor report their gift and/or volunteered hours of Scouting service on their company website.
- Explain billing options of monthly, quarterly or one time statements.
- Make sure that the card you turn in has the *parent's name* on it, not the Scout's.

Things I have to do tonight:

- Record all cards collected on the report sheet.
- Return recording sheet copy to the Unit Coordinator for follow up with missed families. Suggest to the Unit Coordinator that a unit roster (pulled from Internet Advancement) can be used to follow up with absent families.
- Get the Unit FOS Coordinator, Cubmaster, Scoutmaster or Crew Advisor to sign the record sheet, noting that they commit to follow-up with missing families.
- Thank the unit leaders for inviting you to be there to meet with their members.
- Leave with the filled-out FOS pledge cards in hand.

Something I must do within two days:

- Turn in collected pledge cards to the Scout Office or to your District Executive.

MOUNT BAKER COUNCIL
BOY SCOUTS OF AMERICA

